

FOOD SERVICE ASSISTANT

DEFINITION

Under supervision, the Food Service Assistant performs the following duties: assists in food preparation management, recipe development, service and clean-up including dishwashing; assists in meal planning, food education, catering, and marketing, staff training, volunteer training and supervision; assists as necessary with the Westlake Park Garden Deli; assists in budget preparation and statistical data collection, and review including use of computer; and, performs other program duties as assigned.

EXAMPLES OF DUTIES

Supervise food preparation, sanitation procedures, inventory control, storage and clean up, and enforcement of health code rules and regulations. Supervise community service and family service workers; assist with purchasing and ordering. Assist in supervising and training volunteers and budget tracking; provide coordination of new programming, educational activity, and catering activities. Work schedule may include occasional nights and weekends and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Food service, preparation, and sanitation requirements; kitchen management skills; computer spreadsheet use; and senior and active adult needs.

Ability to: Communicate easily with senior and active adults from various socio-economic, ethnic backgrounds and age groups; understand senior and active adult program needs; demonstrate sound judgment, timeliness, initiative, independence and personal cleanliness; follow sanitation requirements and health code rules, provide quality customer service; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three years of experience in food service or closely related work.

Education: Graduation from high school or equivalent. Formal culinary education preferred.

License: Possession of a valid Class C California Driver's License Possession of current California Food Safety Requirement certification from ServSafe or ability to obtain certification by hire date.

R: 2/2015

Approved by: _____

Date: _____